

## 1130 DELEGATIONS OF AUTHORITY

### Travel 3A - Local Travel and Per Diem at the Official Duty Station

Issuing Office: OFM 435-2927

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1. **Explanation of Material Transmitted:** This new delegation was issued to reflect changes to distinguish between domestic and local travel on common carriers and transportation services. Specifically, [Travel No. 3](#) was revised to provide information on domestic travel and Travel No. 3A was created to provide information on local travel. This delegation is now revised to reflect recent changes to Limitations/Guidance No. 2 and Redelegations. All travel conducted by the Institute/Center (IC) Directors must be authorized and approved by the Deputy Director for Management (DDM), NIH; and all travel conducted by the IC Deputy Directors must be authorized and approved by the respective IC Director.

2. **Filing Instructions:**

**Remove:** NIH Manual 1130, Travel No. 3A, dated 09/19/02

**Insert:** NIH Manual 1130, Travel No. 3A, dated 10/17/02

**PLEASE NOTE:** To sign up for email notification of future changes, please go to the [NIH Manual Chapters LISTSERV](#) Web page.

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### Authorities Delegated

1. To authorize and approve reimbursement for appointed employees, service fellows, Commissioned Officers, non-appointed individuals (e.g., IRTA, Visiting Fellows), and invitational travelers for travel and related expenses incurred either at, or in the vicinity of, the official duty station while conducting official Government business.
2. To authorize and approve reimbursement for travel and related expenses for the same persons listed in Authority No. 1 above when compelling circumstances make reimbursement for these expenses necessary. An example of compelling circumstances would be reasonable lodging accommodations for a permanently handicapped individual who does not meet the required conditions or exceptions. This would be in line with the Rehabilitation, Comprehensive Services, and Developmental Disabilities Amendments of 1978, as amended (29 U.S.C. 701 et seq.). The travel and related expenses must be incurred either at, or in the vicinity

of, the official duty station while conducting official Government business. The compelling circumstances must be relevant to the travel assignment and must be documented on the travel order. (See [NIH Manual 1500](#), Chapter 06-01).

| <b>To Whom Delegated</b>                         | <b>Area of Authority</b>     |
|--|------------------------------|
| Deputy Director, NIH                             | NIH                          |
| Deputy Director for Management, NIH              | NIH                          |
| IC Directors/Deputy Directors/Executive Officers | Respective Areas             |
| OD Executive Officer                             | OD with the exception of ORS |
| Associate Director for Research Services         | ORS                          |

### **Limitations/Guidance**

1. It is Department policy that no one may authorize or approve his or her own travel.
2. All travel conducted by the Institute/Center (IC) Directors must be authorized and approved by the Deputy Director for Management (DDM), NIH; and all travel conducted by the IC Deputy Directors must be authorized and approved by the respective IC Director.
3. The authorities delegated above must be exercised in accordance with all applicable statutes, Departmental and NIH policies and regulations, including the Federal Travel Regulations or Joint Federal Travel Regulations, as applicable.
4. HHS Travel Manual Chapter 4-50-10 (pending release) defines a local travel area as “the official duty station or area within which per diem will not be paid is the greater of the corporate limits of the city or town in which the employee is stationed or a minimum radius of 35 miles from the official duty station and residence.”
5. Government officials may not authorize a per diem or subsistence allowance in the form of “free food” at an employee’s official duty station. Free food includes meals, snacks, and light refreshments. This rule applies regardless of whether the free food is paid for by procurement or travel mechanism. Exceptions: In line with certain activities and functions, appropriated funds and gift funds may be used to provide meals or light refreshments at an employee’s official duty station when specific parameters are met (see [NIH Manual 1500](#), Chapter 04-10, and [NIH Manual Chapter 1160-1](#)).

6. Delegated officials may authorize per diem or subsistence at, or in the vicinity of, the official duty station for Federal Advisory Committee members and other experts whose appointments are limited to specific meetings or series of meetings and who are appointed to duty for the brief period of time they serve the NIH in an official capacity.
7. This delegation supercedes all previous delegations of authority inconsistent with the provisions of this delegation.

## **Redelegation**

With the exception of the IC Director/Deputy Director travel, these authorities may be redelegated as follows;

Authority No. 1 may be redelegated to the Senior Administrative Officer and equivalent level with no further redelegation.

Authority No. 2 may **not** be redelegated.

## **Citations**

1. 5 U.S.C. 302, 5701 et seq. (Travel Expense Act of 1949, as amended); 42 U.S.C. 203, 216, and 281.
2. 29 U.S.C. 701 et seq. (Rehabilitation, Comprehensive Services, and Developmental Disabilities Amendments of 1978, as amended).
3. Federal Travel Regulations, 41 CFR Parts 300 and 301.
4. Joint Federal Travel Regulations.
5. HHS Travel Manual Chapter 4-50-10 (pending release).
6. [NIH Manual Chapters](#) 1500-04 and 1500-06.
7. [NIH Manual Chapter 1160-1](#).
8. Memorandum to the Associate Director for Administration, NIH, from the Deputy Assistant Secretary, Finance, OS, DHHS, dated September 11, 1989, entitled: Per Diem at Official Duty Station.
9. Memorandum to the IC Executive Officers from the Director, Office of Financial Management, dated December 7, 2001, entitled: Per Diem in the Local Travel Area.

10. Memorandum to Heads of Operating Divisions from the Deputy Assistant Secretary, Finance, OS, dated March 6, 1996, entitled: Delegations of Authority.
11. Secretary's Reorganization Order of September 25, 1995 (60 FR 51480 (October 2, 1995)).

/s/

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Director, NIH

**Effective Date:** October 17, 2002